Approved For Release 2005/07/14 : CIA-RDP87-01146R000200070014-0

DD/A 80-1552

26 JUN 1980

MEMORANDUM FOR: Directorate Planning Officers

STAT FROM: [redacted]
Chief, Management Staff, DDA

SUBJECT: Inventory of Existing Planning Mechanisms

STAT 1. As you are aware, [redacted] is chairing an Ad Hoc Committee on Agency Planning. This group, composed of directorate representatives, is currently involved in examining existing directorate and office planning mechanisms and in soliciting guidance from the Executive Committee (EXCOM) for future Agency long-range planning activities.

STAT 2. [redacted] has tasked each of the Committee members with compiling an inventory of existing directorate, office, and sub-office planning activities. He has asked that we complete the attached form and get it back to him by 30 June 1980. In order to meet this deadline, I will need your office submissions by noon, 30 June 1980. This information will be consolidated and presented to the EXCOM in the near future.

3. I have attached a guidance document which we dpveloped to try to aid you in completing the form. If you need further help, please call [redacted] STAT
STAT [redacted] or me on extension [redacted]

[redacted] STAT

Attachments:
1. EXCOM form
2. Guidance document

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GUIDANCE

CURRENT DDA LONG-RANGE PLANNING ACTIVITIES

The grid entitled "Current Long-Range Planning Activities" is intended to be an all inclusive list of those formal plans or planning activities which have already been developed in the DDA. The use of formal in these circumstances means that: requirements were solicited or assumptions were developed, hard objectives were generated, and all of these are contained in a document or documents which can be made available, if necessary. These plans could have been developed at a sub-office level, for example, the CLASSA System Plan or an OL Space Management Plan would qualify for inclusion on the grid. These plans can also be a "one-time" effort which addresses a 2 - 5 year span of some activity.

Do we Have such a plan?

The spaces on the grid should be completed as follows:

Planning Activity:

The title of the planning document, or if a process results in an end-product-document, use the document title.

Issues Addressed:

Check the Mgt. block.

Period Addressed:

Dates which this plan addresses (e.g., 1980-1988). Even if the system or process is expected to last longer, cite only the years for which an active plan exists. If the planning document is the result of an ongoing process (annual plans), please cite dates which the most current plan addressed and note that the effort is cyclical.

Addresses Explicit Directorate Goals:

Has goal-setting guidance for your plan come from a planning mechanism at the directorate level (e.g., MBO Program guidelines)? Or--have you solicited directorate guidance in formulating a long-range strategy?

Establishes Explicit Objectives for Accomplishment

Self Explanatory - Explicit should mean that dates or checkpoints for completion of milestones are established.

Develops and Expresses Explicit Future Assumptions:

Does the plan list a series of assumptions about the future environment in which support activities will be functioning?

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Involves Interdirectorate Coordination:

Do the offices mentioned on the form either provide requirements for the plan or review the plan?

Approval Level:

Who approves the final draft of the plan? (We would expect that the most frequent box checked will be "sub-DD.")

Includes Resource Estimates:

Self-explanatory, but if resource estimates were made but not included as part of the formal plan, please provide explanatory note.

Comments:

Use this space for clarification and also to cite any external coordination activities (e.g., with NSA, State, DoD, etc.).

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CURRENT LONG-RANGE PLANNING ACTIVITIES

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Planning Activity	Issues Addressed: Int.	Issues Addressed: For. Pol.	Period Addressed (Yrs.Rel.)	Addresses Explicit Directorate LR Goals: Yes	Addresses Explicit Directorate LR Goals: No	Establishes Explicit Objectives for Accomplishment: Yes	Establishes Explicit Objectives for Accomplishment: No	Develops & Expresses Explicit Futures Assumptions: Yes	Develops & Expresses Explicit Futures Assumptions: No	Involves Interdirectorate Coordination: Yes: DO	DFAC	SAT	DA	COMT	CO	*	Approval Level: Sub-DD	DD	DCI	Includes Resource Estimates: Yes	Includes Resource Estimates: No	Comments
Office of Logistics Strategic Plan	X		1980-1985	X		X		X								X	X				X	CL is in the first stage of developing a Strategic Plan. The first draft is being circulated to Division chiefs for comment and a meeting of the Senior Staff is scheduled for 21-27 July - The plan will integrate objectives, goals, MBO's the budget process and AWP's. Some MBO's, such as the Logistics Integrated Management System, do cross Directorate lines and therefore, involve inter-Directorate coordination.

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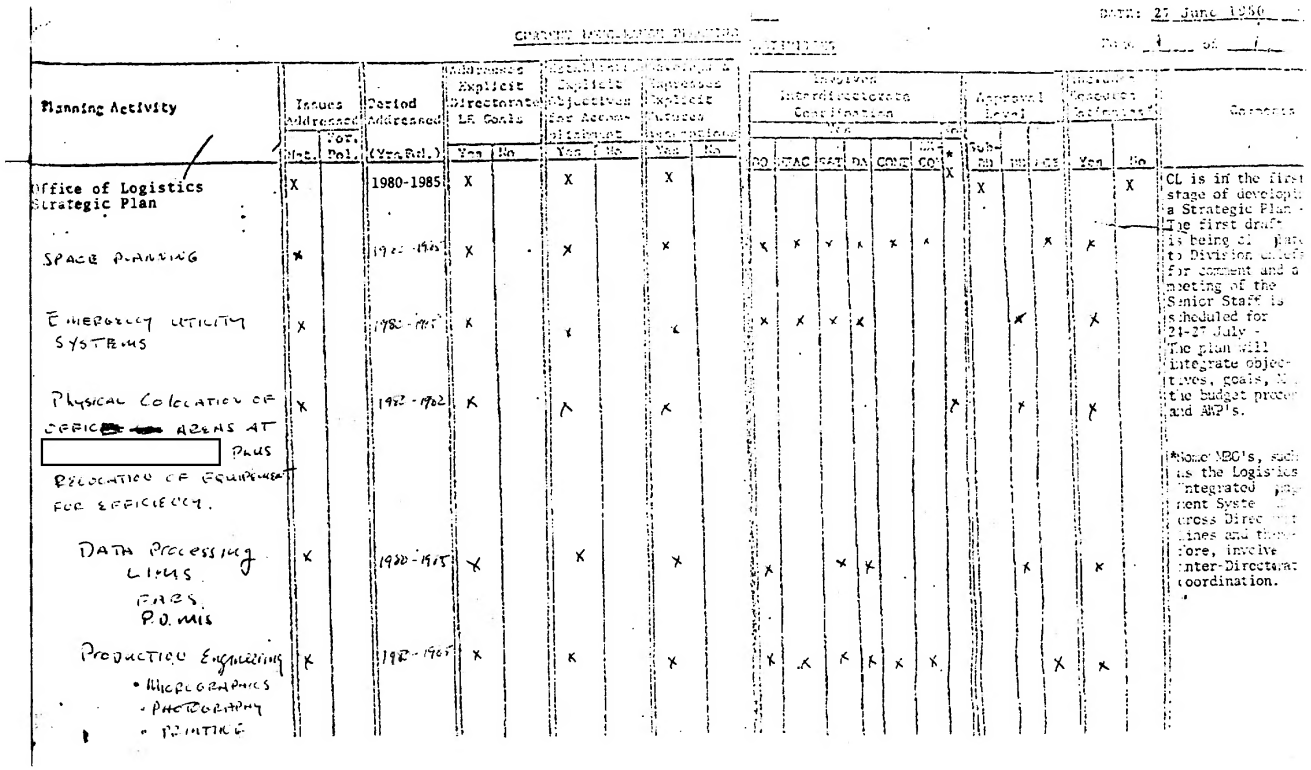

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Planning Activity	Issues Addressed: Mgt.	Issues Addressed: Pol.	Period Addressed (Yrs/Rel.)	Addresses Explicit Directorate LR Goals: Yes	Addresses Explicit Directorate LR Goals: No	Supports Explicit Objectives for Accommodation: Yes	Supports Explicit Objectives for Accommodation: No	Addresses Explicit Issues Identified: Yes	Addresses Explicit Issues Identified: No	Requires Interdirectorate Coordination: DO	DDO	DDA	DDS&T	OGC	OIG	*	Approval Level: Submitted	Approval Level: DCI	Approval Level: DDCI	Addresses Requirements: Yes	Addresses Requirements: No	Comments
Office of Logistics Strategic Plan	X		1980-1985	X		X		X								X	X				X	CL is in the first stage of developing a Strategic Plan. The first draft is being circulated to Division Chiefs for comment and a meeting of the Senior Staff is scheduled for 21-27 July. The plan will integrate objectives, goals, the budget process and AWP's.
SPACE PLANNING	X		1980-1985	X		X		X		X	X	X	X	X	X				X	X		
ENERGY UTILITY SYSTEMS	X		1980-1985	X		X		X		X	X	X	X					X		X		
Physical Colocation of OFFICE AREAS AT [redacted] PLUS RELOCATION OF EQUIPMENT FOR EFFICIENCY.	X		1982-1982	X		X		X								X		X		X		Some MBO's, such as the Logistics Integrated Management System process Directorate lines and therefore, involve Inter-Directorate coordination.
DATA Processing LIMS PARS P.O. MIS	X		1980-1985	X		X		X		X		X	X					X		X		
Production Engineering • MICROGRAPHICS • PHOTOGRAPHY • PRINTING	X		1982-1985	X		X		X		X	X	X	X	X	X				X	X		

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